



Memorandum

TO: CITY COUNCIL

FROM: Mayor Chuck Reed
Vice-Mayor Madison Nguyen
Councilmember Rose Herrera

SUBJECT: STRUCTURAL IMPROVEMENTS AND POTENTIAL CONSOLIDATION OR ELIMINATION OF BOARDS AND COMMISSIONS **DATE:** October 19, 2012

Approved Chuck Reed Date 10/19/12
Madison Nguyen Rose Herrera
M.V. SO.

RECOMMENDATION

Approve the staff recommendations and amendments as detailed by Councilmembers Pyle, Rocha, Liccardo, and Kalra for the Boards and Commissions Consolidation Report with the following modifications:

- a. **Staffing Efficiencies and Compliance:** When bringing forward recommendations regarding shifts in responsibilities from staff to Commissioners, do not bring forward any proposals which could lead to potential Brown Act or Sunshine issues.
- b. **Meeting Frequency:** We recommend that meeting schedule and frequency should be determined by the Commission's Workplan and aligned with the corresponding department, City Service Area, and Council Committee. The use of Ad Hoc Committees should only be used to support, and in conjunction with, the Council-approved Workplan.
- c. **Membership:** According to the Supplemental Report issued by the City Clerk's Office dated October 19, 2012, a number of Council Districts are severely underrepresented on City Boards and Commissions. Based on this information, we recommend that City Council retain staff's recommendation for membership criteria to ensure that each Advisory Board and Commission include one member from each Council District and one city-wide member.
- d. **Fundraising and Resources Development for Advisory Commission:** We recommend this section be deleted as there are potential conflicts of interest that can arise for staff and Commissioners. Several years ago the City Council eliminated officeholder accounts because that fundraising created potential conflicts. Creating and encouraging fundraising efforts for staff and Commissioners is a step backwards. We encourage the City Council liaisons to identify any potential funding needs that Commissions may have and bring them forward during the budget process.